CITY OF NEW ORLEANS CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 89(REVISED)

September 10, 1999

TO: All Departments, Boards, Agencies and Commissions

FROM: Marlin N. Gusman, Chief Administrative Officer

SUBJECT: SUBSTANCE ABUSE

I. PURPOSE.

This policy memorandum is revised to provide specific post-accident testing and to reiterate the City's commitment to a drug-free workforce. The work environment of all CITY employees shall be free from adverse effects of drug and alcohol abuse. Administrative policy and Civil Service Rules agree in this commitment and its enforcement. It is administrative policy that Unclassified Service employees are subject to the same regulations and incur is the same penalties as Classified Service employees when there is evidence of substance abuse.

II. <u>BACKGROUND.</u>

- **A.** In calendar year 1989, the Administration and the Council declared their commitment to extensive drug prevention and education efforts. It was resolved that the work environment of all City employees should be free from the adverse effects of drug and alcohol abuse.
- **B.** Over the last several months, the City Civil Service Commission has adopted rules addressing pre-employment and employment substance abuse testing for applicants for City employ and current employees of the City's Classified Service.
- **C.** It is the intention of the Administration that Unclassified Service employees be subject to the same regulations governing Classified Service employees, and that employees of both services incur the same penalties when there is evidence of either drug or alcohol abuse.
- **D.** Contractors' employees, while on City's premises are expected to comply with the Administrations intent to maintain a drug-free workplace.

III. SUBSTANCE ABUSE POLICY OBJECTIVES.

A. To deter and detect illegal and unauthorized substance abuse and contraband in the workplace.

- **B.** To assist in maintaining a safe and healthful working environment for our employees, visitors, vendors, suppliers, contractors, and members of the general public.
- **C.** To protect City property, City employees and the general public by reducing the opportunities for accidental injuries to persons with consequences that drastically may affect safety and the City's future and its operations.
- **D.** To minimize absenteeism, tardiness, improve productivity and to ensure quality workmanship.
- **E.** To protect the reputation of the City and employees within the community and State of Louisiana.
- **F.** To comply with the obligations of applicable federal, state and local grants, agreements, regulations, and laws.

IV. <u>CITY PREMISES AND PROPERTY DEFINED.</u>

For the purpose of this policy, the term "City premises" includes all City of New Orleans (herein known as the City) property, offices, facilities, land, buildings, structures, fixtures, installations, automobiles, trucks, and all other vehicles and equipment, whether owned, leased, or used. This policy also includes all areas under the City's control or any other type of work locations.

V. POLICY APPLICATION.

This policy will apply to all Classified and Unclassified Service employees, inclusive of regular full-time, part-time, commissioned, probationary, temporary, or contract employees, and to applicants for employment with the City. The city will not offer or provide either employment or continued employment to individuals whose conduct is prohibited by this policy.

VI. <u>POLICY STATEMENT REGARDING ILLEGAL AND UNAUTHORIZED</u> DRUGS AND ALCOHOLIC BEVERAGES.

A. This is to notify all City of New Orleans employees and applicants that the use, abuse, presence in the body or reporting to work (or driving) under the influence, bringing onto City property, unlawful manufacture, distribution, dispensation, possession, transfer, storage, concealment, transportation, promotion or sale of the following illegal and unauthorized drugs, controlled substances, or drug related paraphernalia by employees and others strictly is prohibited from all of the above mentioned City premises, or while on City business and/or during working hours.

B. This is to notify all City of New Orleans employees and applicants that the use, abuse, presence in the body or reporting to work (or driving) under the influence, unlawful manufacture, distribution, dispensation, promotion, or sale of alcoholic beverages strictly is prohibited from all of the above mentioned City premises, or while on City business and/or during working hours.

VII. PROHIBITED SUBSTANCE DEFINITIONS/CATEGORIES.

- **A.** A prohibited substance includes the presence of any confirmed detectable amount of those substances listed in the following sections in the employee/person while working regardless of when or where the substance entered the system.
- **B.** <u>IILEGAL DRUGS</u> such as, but not limited to marijuana (pot, dope, hash or hashish), cocaine (coke, rock, crack or base), LSD (acid), PCP (angel dust, crystal), MDMA (ecstasy), heroin (smack, black tar), opium, morphine, and any other illegal or unlawfully obtained drugs.
- C. <u>DESIGNER AND SYNTHETIC DRUGS</u> such as, but not limited to ice/ice cube, crank, china white, synthetic heroin, MDA, Adam, Eve, Love Drug and any other drugs that are made in clandestine laboratories where the chemists alter molecular structure of both legal and illegal drugs to create a drug that is explicitly banned by federal law.
- D. <u>UNUTHORIZED</u> (OR <u>PROHIBITED</u>) <u>DRUGS</u> such as, but not limited to nonprescription inhalants, stimulants and amphetamines (methamphetamine, crystal methamphetamine, speed, uppers, crank, ice, UPS, butyl nitrate, push, locker room, look-alikes, act-alikes) or any other tablets, capsules and powders containing controlled over-the-counter ingredients whose physical appearance mimics various prescription drug products which contain popular substances of abuse and are regulated under the provisions of the Controlled Substance Act of 1970. The term "unauthorized" includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes as well as, any abnormal or dangerous substances which may affect an employee's/person's mood, responses, motor functions, or alter or affect a person's perception, performance, judgment, reactions, or senses while working.
- **E.** <u>ALCOHOLIC OR INTOXICATING BEVERAGES</u> An employee or others whose blood alcohol level (BAC) is at or over 0.04% during work time or while operating City vehicles/equipment is in violation of the Substance Abuse Policy. The moderate use of alcohol at authorized City functions is not prohibited by this policy.

City drivers covered under the Federal Highway Administration (FHA), Louisiana Department of Public Safety, DOT safety or commercial driver's license regulations also shall be subject to disciplinary action and disqualified for operating a commercial motor vehicle if they are discovered either to be working with a blood alcohol concentration (BAC) at or above 0.04%, having an open container of alcohol in a commercial vehicle, or possessing or using unauthorized or illegal scheduled drugs.

Additionally, no operator of a <u>commercial motor vehicle</u> by law shall <u>consume</u> an intoxicating beverage regardless of its alcoholic content, or be under the influence of an intoxicating beverage or controlled substance, within four (4) hours before going on duty, operating, or having physical control of a commercial motor vehicle or consume an intoxicating beverage regardless of its alcoholic content, be under the influence of an intoxicating beverage or concentration of a controlled substance while on duty or while operating or in physical control of the commercial motor vehicle.

Furthermore, any employee or applicant will be denied continued employment, consideration of employment or access to any of the City premises if there is a reasonable suspicion or belief to suspect that the individual shows signs of possible intoxication, using, or und the influence of drugs or alcohol.

F. PRESCRIPTION DRUG ABUSE – (Including legally controlled substances.)

Abuse of a prescribed or controlled substance or use of controlled drug not prescribed for the employee or applicant is prohibited. Employees and others covered by this policy may maintain prescription drugs and "over-the-counter" medications on the City premises provided compliance with the following conditions:

- 1. The prescription drugs are prescribed by an authorized medical practitioner for the current use (within the past (12) months) of the person in possession, the medicine is in its original container, and the medicine is in the employee's/person's name.
- 2. Employees must not consume prescribed drugs more often than as prescribed by the employee's physician and they must not allow any other person to consume the prescribed drug.
- 3. The drugs, both prescription and over-the-counter, must be kept in the original container.
- 4. Any employee who either has been informed that the use of medication could cause adverse side effects while working or where the medication labels or accompanying packaged materials indicate such warnings must inform his/her supervisor prior to using such substances on the job. The use of drugs/medicine prescribed by a licensed physician for the individual employee is permitted provided that it will not affect work performance. However, the City at all times

reserves the right to have a licensed physician determine if use of a prescription drug or medication by an employee produces effects which may increase the risk of injury to the employee or others while working.

If such finding is made, the City may check with the employee's doctor (with written permission) to see if other medications are available which would not seriously affect the employee's ability to work safely. If appropriate substitution medicine is not available, the City may have to limit or suspend the work activity of the employee during the period that the physician advises that the employee's ability to perform the job safely may be affected adversely by the consumption of such medication.

G. DRUG-RELATED PARAPHERNALIA - Drug related paraphernalia as used in this section of the policy is any authorized material or equipment item used or designed for use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing a controlled substance into the human body.

VII. POLICY ENFORCEMENT ACTIVITIES.

A. WORKPLACE SEARCHES AND INSPECTIONS - When reasonable cause or suspicion exists, the City reserves the right, at all times to conduct unannounced searches and inspections of City facilities, properties, as well, as employees' and other persons' effects. Such searches can include but not be limited to lockers, baggage, briefcases, boxes, bags, parcels, lunch boxes, food/beverage containers, desks, tool boxes, clothing, and vehicles for the purpose of determining if such employees or other persons are in possession, use, transportation or concealment of any of the prohibited items and substances cited in this policy.

These searches may be initiated without prior notice and may be conducted at times and locations as deemed appropriate by the City officials and/or their designated representatives. At no time will employees or other persons be touched nor will any clothing be removed during these searches and inspections. These searches may take place when employees and other persons enter into or depart from the City's premises, properties, and work areas described previously. When reasonable cause or suspicion exists, the Appointing Authorities or their properly authorized non-law enforcement representatives (who may use drug detection dogs to assist in the search) will perform the searches.

B. SUBSTANCE ABUSE TESTING, MEDICAL EXAMINATIONS AND FITNESS FOR DUTY PHYSICALS – The City also reserves the right, in the following circumstances, to require employees to submit to, but not necessarily limited to, urine drug tests, breathalyzer tests, blood tests or other medical examinations as a condition of employment or continued employment. These substance abuse testing procedures will be conducted in order to determine the use of

any illegal or unauthorized drugs or substances prohibited by this policy or to prove the employee's satisfactory fitness for duty. These tests may be unannounced and may be utilized under the following circumstances:

- 1. Everyone seeking employment with the City of New Orleans who is not currently a City employee, must be tested for substance before beginning work. A new employee shall not be told to report to work until the hiring agency has been notified of negative results from the substance abuse testing.
- 2. <u>If an employee in a security sensitive or safety position</u> or an employee who may be called upon to operate equipment in the ordinary scope of employment is involved in an on-the-job accident, a "near miss" on the job accident, or sustains an on-the-job injury, the employee must be tested for substance abuse.
- 3. When a supervisor has reasonable suspicion to suspect that an employee or other person shows signs of possible alcohol abuse or substance abuse that there is intoxication, impairment in normal sensory and/or motor body functions, or other articulated facts that would lead a supervisor to be concerned about the individual's safety of the general public and others due to an employee's physical condition or behavior while working.
- 4. When the City has reasonable suspicion of probable abuse by a number of employees based on information such as unusual amount of post-accident positive test results, incidents of theft, lost productivity or reports of unexplained personal behavior, or other facts that would lead management to test specific individuals, groups, an entire department, work area, shift division, work location or sensitive job classifications due to safety/security concerns.
- 5. Routine, periodic or intermittent testing of all employees with probationary status or employees in "safety sensitive" positions. These employee categories have job scopes requiring the carrying of firearms (and continuing certification to maintain its proper use) or affect the health, welfare and/or safety of the public, co-workers and the individual employee. These tests will determine the use of any illegal or unauthorized drug, alcohol or other substances prohibited by this policy.
- 6. Random testing may be used routinely for those employees in "safety-sensitive" positions. Such employee classes of work are considered to be, but not limited to fire suppression personnel, such as fire fighters, commissioned police/security officers (who have authority to carry weapons) or any officer/fire fighter who may be in dispatching, medical/rescue or other line supervisory position. Any form of substance abuse by these groups of employees may affect the safety of operations through unsafe work behavior/performance or error in judgment, or where

substance abuse could jeopardize the safety and well-being of either the employee, or other personnel, or the general public.

7. Government-required testing may be routinely utilized by the City as mandate by the United States Department of Transportation (DOT), the Louisiana Department of Public Safety (LDPS), or other agencies for those employees working in regulated/safety/sensitive positions. These positions are classified by DOT/LDPS regulations as drivers of commercial motor vehicles operated in interstate/intrastate commerce. Affected employees will be notified accordingly if their jobs fall within the definition of regulated/safety/ sensitive positions.

This testing will be applicable to all employees who are required to have a federal commercial driver's license or who drive or have occasion to drive any City vehicle which require hazardous materials placards, or who drive a city truck, or a truck with a trailer a gross combination vehicle weight rating (GVWR) or more than 8000 lbs.

The types of testing for this category are the following:

- a. Periodontics testing
- b. Reasonable cause (for suspicion) testing
- c. Random testing
- d. Post-accident testing (as a result of a DOT/LDPS reportable accident).
- e. Commercial driver's license enforcement testing (as may be required by law).
- 8. Substance abuse testing procedure and/or medicals.
 - a. Post-rehabilitation substance abuse testing procedures (inclusive of medical examination) will be conducted when an employee returns to work from a long illness, disabling injury, extended absence, reduction on in force, or as a result of a condition of reinstatement upon completion of a reasonable drug and alcohol treatment or counseling program.
 - b. Workplace testing situations may be altered or changed and additional samples may be requested from those employees who are employed in safety/sensitive positions and whose activities are regulated by either the United States Department of Transportation's guideline or the Louisiana Department of Public Safety. Additional regulated testing may be limited to certain drug classifications such as the following; marijuana, cocaine, opiates, PCP (phencyclidine) and amphetamines. Affected employees shall be notified

of these additional tests and as to what specific drugs the government has prohibited use for.

c. <u>SAMPLE COLLECTIONS AND TESTING RESULTS.</u>

- 1. Searches (including urine sampling or drug screening) and inspections by authorized City personnel may be conducted from time to time without prior announcement. Urine samples may be collected, sealed, and monitored by professional collection specialists in the presence of either their company's or City's supervisors, transported and stored in compliance with NIDA guidelines to an approved (licensed and certified) laboratory for actual testing. All collections of specimens for testing shall be collected, stored and transported in compliance either with NIDA (National Institute on Drug Abuse) or College of American Pathologists guidelines. Additionally, any required blood collection shall be performed by either a City nurse/doctor, an outside health care facility, or practitioner designated by the City.
- 2. Each employee specimen (sample) shall be screened (using an Immunoassay –type test) and tested by a laboratory certified for forensic urine drug testing by the College of American Pathologists and shall be monitored and shall be approved by the Bureau of Health Services Financing, Health Standards Section of the Louisiana Department of Health and Hospitals.
- 3. All first-test specimens identified as <u>positive</u> on the initial test shall be <u>confirmed</u> by a second test using gas chromatography/mass spectrometry (GC/MS) techniques (specificity-type methodology). Laboratories performing second confirmatory test on employee specimens must have obtained certification from (NIDA) National Institute on Drug Abuse) and operate in accordance with those standards.
- 4. All searches, inspections and urine samplings will be performed with concern for each employee's or person's personal privacy, dignity and confidentiality. The results of any program testing will be considered a confidential record disseminated strictly on need-to-know basis as may be legally required. Records shall not be maintained in personnel files. Illegal substances, drugs, stolen property and other prohibited items discovered through these searches and inspections may result in the proper law enforcement personnel being advised in this regard (as required by law).
- 5. The City shall utilize the services of a Medical Review Officer (MRO) to interpret a second-test confirmed positive result as it applies to the

employee's explanation. A MRO is a licensed physician who is responsible for receiving laboratory results generated by the City's drug testing program. The MRO has knowledge of substance abuse disorders and has appropriate medical training to interpret and to evaluate an individual's positive test result (s) together with the individual's medical history, and any other relevant biomedical information.

IX. GOVERNMENT CERTIFICATION/REPORTING REQUIREMENTS.

The federal Drug-Free Workplace Act of 1988 as the State of Louisiana's drug-free workplace laws are applicable to many of the City's operations. These laws place several requirements on grantees covered by these laws. Each employer or contractor covered by these acts must certify to the contracting agency that it has published a statement to employees alerting them that drug use is prohibited in the workplace and that abiding by these terms is condition of employment or agreement.

- **A.** Employer Notification Requirements Federal law requires the City to remind employees about their ability to participate confidentially in self-help programs, such as an Employee Assistant Program (EAP) and the City's health care plan (s) (if eligible). Employees should be aware that many local hospitals, medical clinics and other social services agencies offer alcohol alcohol and drug abuse counseling and rehabilitation programs. The City will publish or will provide from time to time information informing employees of the dangers of alcohol and drug abuse in the workplace.
- **B.** Employee Report/Notification Requirements Federal law requires as a "condition of employment on a government contract" that employees are required to abide by this policy and must report a criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction. In addition, our City's policy requires the employee to report any conviction for drug-related offenses, regardless of whether or not the violation occurs in the workplace. "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body with the responsibility to determine violation of federal, state or local criminal statutes. The City is required to notify the appropriate contracting agency within ten (10) working days after receiving notice from an employee or law enforcement agency of a criminal drug statute conviction.
- **C.** <u>Disciplinary Action</u> An employee's failure or refusal to report such a conviction as outlined in the above sections will be grounds for termination of employment.

X. NOTICE OF DISCIPLINARY ACTION FOR POLICY VIOLATORS AND BY CITY EMPLOYEES.

A. The City may require employees and other to participate in substance abuse testing such as urinalysis or blood tests or search activity in order to assist the City in

providing a safe, healthful and productive working environment, and to comply with existing federal/state laws as a condition of continued employment. Failure to comply with the provisions of this policy shall be ground for constructive disciplinary action up to but not limited to written reprimands, suspensions or discharge from employment. In certain situations (as defined below), discharge will occur even for a first offense violation, except as otherwise provided in this policy.

- **B.** A first offense discharge shall be invoked if an employee commits one (1) of the following violations:
 - 1. The employee either refuses to participate in or submit to a search or inspection, urine drug or blood test as outlined in Section 8 of this policy regarding enforcement activities.
 - 2. The employee has submitted to a test and, as outlines in Section 8, has attempted to degrade, dilute, switch, alter, or tamper with the sample.
 - 3. While on city premises, the employee was caught <u>using</u>, manufacturing, distributing, dispensing, selling or possessing any illegal or unlawful drugs.
 - 4. Being convicted for illegal substance possession (either on or off the job).
 - 5. As the result of a first offense <u>confirmed</u> (MRO certified) positive test result as established by City Civil Service Rules for the use of alcoholic beverages or any of the illegal and/or unlawfully obtained (used) drugs prohibited by while working.
 - 6. The use of alcohol on the job, as outlined as a violation of this policy, including a conviction for driving while intoxicated (DWI) during working hours.

XI. EMPLOYEE'S OFF- THE-JOB CONDUCT.

Any employee whose off-duty conduct which is related to the use, sale, manufacture or abuse of any drug, prescription drug, controlled dangerous substance or alcoholic beverage that may or may not result in criminal charges or conviction shall be subject to disciplinary action up to and including, immediate termination if the City believes that this off-duty conduct possibly could involve any of the following: affects such individual's safe performance of the job; jeopardizes the safety of the other employees, the general public or the City's property; reduces the community's trust in the ability of the City to carry its responsibilities due to the notoriety or adverse effects of the employee's conduct.

XII. SUBSTANCE ABUSE PROGRAM POLICY –RELATIONSHIP TO EMPLOYEE ASSISTANCE PROGRAMS AND OTHER SELF HELP PROGRAMS.

- **A.** It is the intent of the City to provide employees with the City's viewpoint on behavioral-medical disorders, to encourage an enlightened viewpoint toward these disorders, and to provide guidelines for consistent handling throughout the workforce regarding alcohol and drug usage situation.
- **B.** Progressive disciplinary measures may also be utilized motivation for employees to seek assistance. However, it is the responsibility of each employee to seek help before alcohol and drug problems lead to disciplinary action up to and including discharge from employment. Employees should notify their supervisors of needed help. Once a violation of this policy occurs, subsequently using self-help programs voluntarily will not necessarily lesson disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action.

The employee's decision to seek prior assistance from the program will not be used as the basis for disciplinary action, and will not be used against the employee in any disciplinary proceedings except as otherwise provided in this policy. On the other hand, using the self-help programs will not be a defense to the imposition of disciplinary action where either facts proving a violation of this policy are obtained outside of the Employee Assistance Program or other self-help programs once the employee has been notified that he/she is to be tested.

- **C.** Accordingly, the purposes and practices of this policy and the Employee Assistance Program and other self-help programs are not in conflict and are distinctly separate in applications.
- **D.** No employee's job will be placed in jeopardy nor will any employee be subject to disciplinary action for voluntarily requesting help due to substance abuse problems prior to being tested. If an employee voluntarily seeks assistance of the City by admitting that he/she has either a drug or an alcohol related problem, then the employee must place himself/herself in a counseling/rehabilitation program recognized and approved by the City. Also, the employee will need to sign a counseling/rehabilitation contract which has been drafted by the City. employee's job will be held for him/her until the employee's successful completion of rehabilitation or a counseling program is certified by the proper medical authorities. However, the employee's job will be held for a maximum (6) months from the counseling program. Absences from work due to rehabilitation will be permitted up to the maximum time allowed under this policy and the absences will be charged to authorized leave. Leave for rehabilitation shall be recorded as leave-without-pay, except that an employee may choose to charge leave against accumulated annual and/or sick leave, or use a combination of annual leave sick leave, and or leavewithout-pay, subject to Civil Service rules and regulations and City policy.

- **E.** The employee's counseling/treatment will be at the employee's own expense. If the employee is enrolled in the City's health care plan, then the City's health care plan may be used to cover some of these costs in accordance with the health care plan document, plan benefit allowance and limitations and exclusions existing at the time that voluntary help is sought. A maximum of two (2) rehabilitation contracts will be permitted during an employee's period of employment with the City. All employees who participate in the City's Assistance Program, other self-help or rehabilitation programs still will be expected to maintain acceptable job performance.
- **F.** The terms and conditions of Paragraphs 12 (d) and 12 (e) do not apply to commissioned personnel of the Police Department who engage in the use or abuse of any substance cited in Sections 7 (b), 7 (c), 7 (d) of this policy. Persons who voluntarily admit to the use or the abuse of any of the aforementioned substances shall be allowed to resign from current employment.

XIII. PROGRAM ADMINISTRATION.

- **A.** This policy shall be amended as necessary to meet the requirements of any particular federal, state, parish, or City law (requirements or regulations). Any additions or deletions to this policy shall be communicated in writing to all affected employees as necessary. Amendments and exceptions to the policy must have prior approval of the Chief Administration Officer.
- **B.** This substance abuse policy, as a whole or any provision, guideline or procedure contained therein, is not to be considered or interpreted as a binding contractual commitment on the part of the City. Through this policy, the City of New Orleans does not assume or offer to assume any obligations beyond those which may be imposed by applicable law. The City further reserves the right to alter, amend or to discontinue to this policy or any procedure, guideline or provision contained therein, with or without notice, at its sole discretion. Failure to exercise such functions or prelude the City from exercising that prerogative or function in some other way.
- C. All vendor, contractor and subcontractor management and their supervisory personnel shall be responsible and shall be accountable to monitor the safety performance and behavior of their personnel working on any City property or work areas, and initiate proper procedure and necessary actions as required by contract, applicable laws, or when a reasonable suspicion or belief of substance abuse exists with those in their employ.

XIV. SENSITIVE POSITIONS ADDED.

Departments, boards, agencies and commissions may request that Unclassified Service classifications be placed in the category of sensitive positions. These classes would be

subject to the same procedures relative to substance abuse screening as Classified Service classes of work which have been designated as sensitive positions. The final decision to declare if a position is to be placed in this category will be made by the Chief Administrative Officer.

XV. PROCEDURES FOR SUBSTANCE ABUSE TESTING OF UNCLASSIFIED SERVICE PERSONNEL.

- **A.** All applicants (without current consecutive active service with the City) for Unclassified Service positions will undergo substance abuse testing in accordance with the guidelines and procedures affecting Classified Service employees. No appointments to the Unclassified Service shall be made officially until test results are received by the department/agency which desires to hire the applicant.
- **B.** In some circumstances, a current active employee may be required to pass a drug screening test before being appointed to an Unclassified Service Position.
- C. Prospective Unclassified Service personnel may be scheduled for substance abuse testing by agency personnel who coordinated substance abuse testing of Classified Service personnel with the Civil Service Department. Positive test results will prevent the hiring of the application for at least six (6) months from the date of testing and only when substance abuse retesting yields negative results.
- **D.** In order to comply with the provisions of the Council's February 16, 1989, resolution, R-89-32, the Mayor, the Chief Administrative Officer, and the department heads will participate in voluntary substance abuse testing as outlined in this memorandum.

XVI. <u>CITY TRAINING.</u>

Supervisors shall take part in City-sponsored training programs to assist them in identifying and in addressing illegal drug use or alcohol use and by employees or others while working.

XVII. INQUIRIES.

Any questions concerning the provisions of this policy memorandum can be addressed to the Chief Administrative Office, Employee and Labor Relations Division at 565-6500.

Marlin N. Gusman Chief Administration Officer

MNG/JMR/emk

EAP Notice to all Employees, Contractors, Vendors and Suppliers Enclosure: